

CAPITAL IMPROVEMENT PLANNING COMMITTEE
Minutes August 20, 2015

Attending: Carrie Arnaud, Erin Battistelli, Linda Sanders, June Michaels,
Wilhelmina Sheedy-Moore

Minutes

Carrie Arnaud moved, Linda Sanders seconded, and the committee voted to approve the minutes of August 6. Since there was not a quorum of members who had attended the August 12 meeting, voting the minutes was postponed.

Articles for Fall Town Meeting

The consensus of the committee is to avoid borrowing at this Fall Town Meeting. FY2017 debt service will be higher than FY2016 based on existing debt.

B. Transfers to cover \$15,206 for IS&T computer equipment and \$8,755.96 for harbor floats. June Michaels moved, Linda Sanders seconded, and the committee voted to recommend.

H. School Carpeting \$33,657 from School Treads, Landings and Ramps. June Michaels moved, Carrie Arnaud seconded and the committee voted to recommend. Note that the project from which funds are being transferred was funded by borrowing.

I. Emergency Repairs to Harbormaster/Restrooms \$42,000. This project is high priority since leaks from the roof and window if left unrepaired will cause further damage to the building and contents. There may be funds available in Health Insurance from cancellations of policies, but the Town Treasurer feels it is too soon to release money as the impact of new hires and replacements for the Schools have not been tabulated. Since it is for emergency repairs, the General Reserve might be tapped.

The booklet must go to press immediately, so the motion for this article will read: “,,, that to meet this appropriation....[funding source to be determined]...” or some such language. The Finance Committee and Board of Selectmen have a joint meeting on the 8th of September and can vote funding for this article then.

J. \$20,000 for Library Building Repairs. The source of the transfer (Police Station Roof project) is not borrowing. Carrie Arnaud moved, Linda Sanders seconded, and the committee voted to recommend.

K. Bobcat Sidewalk Tractor \$67,000. Linda Sanders suggested ordering the tractor at the beginning of the winter and funding it from Snow and Ice Removal. If we have a hard winter the tractor will be needed and we will go over budget for Snow and Ice. If we have a mild winter, we can either pay for this out of the unspent Snow and Ice budget or delay purchase and fund it at the April ATM. Linda Sanders moved, June Michaels seconded and the committee voted not to move the article.

L. Sanding and Plowing Truck \$153,475. Chapter 90 funds can be used only for the truck but not for the plowing and sanding attachments. The condition of the truck to be replaced is in

question. Linda Sanders moved, June Michaels seconded and the committee voted not to move the article.

M. DPW Garage ventilation improvements \$10,000. This is high priority because of the health hazards. June Michaels moved, Linda Sanders seconded and the committee voted to recommend, funded from Library Sewer repair project.

N. Sewer Inflow and Infiltration \$75,000. This is a transfer between Sewer Enterprise I&I accounts. June Michaels moved, Linda Sanders seconded and the committee voted to recommend.

O. Back Beach Revetment \$150,000. DPW Parisi believes that the Granite Pier Project, for which \$150,000 in borrowing was authorized, will come in under budget, but until the project is ready to be closed out, we cannot transfer funding out of it or rescind any part of the borrowing. Our intent is to fund the Back Beach project by authorizing another \$150,000 in borrowing, but to hold the total amount actually borrowed for the two projects combined to \$150,000. The committee discussed with former Town Accountant Roberta Josephson various methods of ensuring the two projects do not exceed \$150,000. She felt Accounting could catch bills before they are paid. Linda Sanders moved, Carrie Arnaud seconded, and the committee voted to approved \$150,000 in new borrowing for this project.

NOTE: During the committee's review of FY2017 requests, all completed projects with balances should be considered as a source of funding for Granite Pier and Back Beach **before transferring any funds to new projects**.

FY2017 Capital Budget Requests

Linda Sanders will revise the letter after members send in their edits. June Michaels suggested stressing the need for back up data and preparing a complete 5-year plan. Also, Bill Wagner should revise (simplify) the existing five-year plan so that it can be sent with the letter and request form. There is probably no need to meet with Bond Counsel this year since no new borrowing is our goal. A tentative schedule was set up (below).

Next Meeting

September 8, 7:00 pm, Town Hall Room A, joint meeting of FinCom and BofS
September 14, 7:00 pm – Fall Town Meeting.
September 15 – send out letter, FY2017 form and 5-year plan to department heads
October 2 – FY2017 capital requests due from departments
October 19 – Administration, Library and General Government
November 2 – School Department and Information Services
November 16 – Public Safety, Police, Fire, Harbor, EMS
November 30 – D P W
December 7 – Review and prioritize requests
December 14 – send recommendations to Board of Selectmen